COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 90-2, *Inspector General – The Inspection System*. It establishes responsibilities for the 315th Airlift Wing (AW) self-inspection (SI) program. It provides guidelines regarding deficiencies found during inspections of various units, unfavorable trends, recommendations noted by the Inspector General (IG) and promotes the use of SI as a management tool. It applies to all units and activities assigned to the 315 AW. Refer any recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s directly to the 315AW/CCO, at Charleston AFB, SC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my** **.af.mil/gcss-af61a/afrims.afrims/.** The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been revised to include the Managers Internal Control Toolset (MICT) as provided by AFRC/IG for Self-Inspection (SI). 3.1. In the MICT program on the ReserveNet network units will now perform their SI processes online, Attachment 2. 3.2. Unit Commanders will appoint SI Monitors (see **Attachment 3**) 4.1.1. In addition Cross Feed/Cross Tell and Joint Lessons Learned Information System website (JLLIS) is available for information sharing Command wide 4.2.1. The Unit SI monitors will input discrepancies into the MICT program online in ReserveNet and update their status on a monthly basis or as needed. 4.3.2. Unit SI

POC's will directly inform the squadron units' CC's of discrepancies and give recommendations for corrective action. 4.3.4.

1. Objectives.

2. Responsibilities.

2.1. Commanders, supervisors, and designated SI monitors are responsible for the overall management of the SI Program.

2.2. The 315th Airlift Wing Commander will appoint in writing a primary and alternate SI program manager. Their responsibilities include developing procedures and overseeing compliance of the wing SI program.

2.3. The operations group, mission support group, maintenance group and medical commanders will appoint primary and alternate group SI monitors to assist the designated unit monitors within their assigned group. A copy of this appointment will be sent to the wing SI program manager.

2.4. Unit commanders will appoint primary and alternate SI monitors for the respective squadrons.

3. Procedures.

3.1. A thorough self-inspection will be performed within each functional area at least once each year or as directed. This instruction does not supersede other functional guidance requiring more than an annual inspection. The inspection will consist of a review, inspection, and reporting on all applicable AFRC/IG checklists and the Common Core Checklist within the Managers Internal Control Toolset (MICT). After 1 July 2009, MICT will be the only authorized self inspection reporting system.

3.2. Discrepancies will be identified, tracked and reported in the MICT program on the ReserveNet network. All applicable checklists are loaded inside the "Track Checklist" folder for each Functional Area, and Staff Agency. Common Core Compliance Area Checklist for all 315AW units is attached. (see **Attachment2**)

3.3. Each group, squadron, flight or work-center appointed SI monitor is required to maintain a self-inspection continuity binder, which can be either a hard copy or electronic format. This binder must be accessible for review by the group monitor and available in the event the local area network (LAN) is down. The binder or electronic format must contain, at minimum, the following:

3.3.1. Section I. Unit guidance.

3.3.2. Section II.   Self-Inspection Checklists - common core and/or checklists as applicable to the SI monitors level of responsibility.

3.3.3. Section III. Discrepancies − An audit trail of all the open discrepancies until closure. This should include follow-up date, current status, OPR and estimated date of completion.

3.3.4. Section IV. Previous inspections accomplished at the 315 AW. UCIs, EORI or Numbered Air Force (NAF) SAV excerpts applicable to the SI monitor's level of responsibility.

3.3.5. Section V. Cross feed newsletter/reports

3.3.6. Section VI. List of applicable and current Special Interest Items (SIIs). Additional sections may be added.

4. Requirements.

4.1. The wing self-inspection program manager will:

4.1.1. Maintain a copy of all current appointments within the wing (**Attachment 3**).

4.1.2. Ensure the SI program meets directives and communicate changes or unique inspection elements.

4.1.3. Coordinate permissions (Administrative rights) for use of the MICT program for all authorized monitors based on appointment letters.

4.1.4. As required, appoints an OPR for each SII to accomplish, research and report findings/results back to the wing SI program manager. Monitors the status of all SIIs and report to higher headquarters as directed.

4.1.5. Ensure each group establishes an effective process for tracking and closure of discrepancies identified by internally developed checklists, NAF SAVs, EORIs, AFRC UCIs and SIIs.

4.1.6. Ensure each group monitor establishes a process for ensuring the IG Crosstell/Crossfeed, NAF SAV reports and SIIs are being reviewed for compliance by the squadron, flight or work center monitors.

4.1.7. Communicate to commanders and group monitors through the use of e-mail or other electronic media, changes or unique program elements found on the AFRC IG web pages.

4.1.8. Monitor all group discrepancies using the MICT program located on the ReserveNet network.

4.1.9. Review the results of the self-inspections. The wing SI manager will then forward to the wing commander and the vice Commander.

4.1.10. Provide training and assistance as requested by group, squadron, flight or work-center monitors.

4.2. The group SI monitor:

4.2.1. Reinforce to squadron managers the use of the crossfeed/crosstell program that is available through the Joint Lessons Learned Information System website (JLLIS). Monitor discrepancies and suspense dates using MICT.

4.2.2. Notify the appropriate group commander of discrepancies identified by subordinate organizations which require assistance.

4.2.3. Review IG Crossfeed/Crosstell material periodically. Communicate pertinent material benchmarking information to all squadron and work-center SI monitors. Periodically remind the SI monitors to check the AFRC IG website for updates to their continuity binders.

4.2.4. Ensure that appointment letters (**Attachment 3**) are on file for all group, squadron, flight or work-center SI monitors.

4.2.5. Ensure that self-inspections are complied with as directed. A copy of the results will be sent to the wing SI program manager.

4.2.6. Provide training and assistance as requested by squadron, flight or work-center monitors.

4.3. The squadron, flight or staff agency self-inspection monitors.

4.3.1. Review the crossfeed/crosstell reports in a timely manner.

4.3.2. Determine how discrepancies affect the functional area. Input discrepancies into the MICT program. Review all open discrepancies monthly to include changing the follow-up or estimated completion date, if required.

4.3.3. Ensure that self-inspections are complied with as directed. Complete a letter stating that the annual inspection has been complied with and file in the appropriate location. Send a copy of the letter and the results to the group monitor and courtesy copy the wing SI monitor.

4.3.4. Directly inform the squadron CC's and unit managers of results and recommendations for corrective action.

5. Prescribed and Adopted Forms.

5.1. . Prescribed Forms. None.

5.2. Adopted Forms. AF Form 847, *Recommendation for Change of Publication.*

STEVEN J. CHAPMAN, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-2, *Inspector General - The Inspection System*, 26 April 2006

AFMAN 33-363, *Management of Records,* 1 March 2008

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

CCCA—Common Core Compliance Area

CCO—Wing Process Manager

ECD—Estimated Completion Date

FAM—Functional Area Management

FM—Financial Management

HHQ—higher headquarters

LAN—Local Area Network

MCITS—Management Control Inspection Tracking System

MCT—Management Control Team

MICP—Management Internal Control Program

MICT—Management Internal Control Toolset

OPR—Office of Primary Responsibility

RDS—Air Force Records Disposition Schedule

SI—Self-Inspection

SII—Special Interest Item

SOA—Statement of Assurance

SOW—Special Operations Wing

Terms

Crossfeed/Crosstell—Term used to compare and share information from one unit to another. The purpose is to collectively gain insight and better understanding of an issue that may lead to corrective action.

Attachment 2

315AW COMMON CORE CHECK LIST

Table A2.1.   315AW Common Core Check List.

Code	ID	Description	Frequency
315AW Common Core Check Lists (Draft)			
A1	A1BB	A1BB - Commander Support Staff Checklist	A
A1	A1BF	A1BF - Commander Support Staff Checklist	A
A1	A1BR	Career Assistance Advisor Checklist	A
A1	A1K-09	UETM	A
A1	A1XK	A1XD - CSS Checklist	SA
A2/3	A3XR	Squadron SORTS	SA
A2/3	A3XR	SORTS Report	SA
A4	A4RME-09	A4RME-Equipment Management	A
A4	A4X-10	A4X-10 Unit Deployment Responsibilities	A
A7	A7SI-02	A7SI-Unit Commander, Equivalents,or Staff Agency Chief (Information and Personnel Security Programs)	SA
A7	A7SI-03	A7SI - Unit Security Manager	SA
FM	FM-03	FM-Resource Advisor (Squadron UCI)	SA
FM	FMF-16	FMF-Government Travel Card Program (Squadron UCI)	SA
FM	FMF-20	FMF-Travel Orders (Squadron UCI)	SA
FM	FMF-31	Air Force Reserve Order Writing System - Reserves	SA
FM	FMF-34	FMF-Unit Training Assembly Processing System (Squadron UCI)	SA
FM	FMXX-03	Manager's Internal Control Program	A
JA	JABL	By-Law Requirements,	A
SG	FP-01	Fitness Program	A
SE	SE-18	Housekeeping	A
SE	SE-19	Fire Protection and Prevention	A
SE	SE-21	Electrical Safety	A
SE	SE-23	Office Safety	A
SE	SEG-01	SEG-AFOSH Training	A

Attachment 3

SAMPLE LETTER FOR APPOINTING A SELF-INSPECTION MONITOR

Figure A3.1. Sample Letter For Appointing a Self-Inspection Monitor.

DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: *Your Office Symbol*

SUBJECT: Appointment of Self-Inspection Monitors

1. The following personnel are appointed *Your Office Symbol* Self-Inspection Monitors;

   Primary: Capt. Joe Schmoe

   Aternate: MSgt Roger Datt

2. This letter supersedes all previous letters, same subject.

Clark W. Kent, LTC, USAFR

Commander